

DATA CLEARINGHOUSE UPDATE TRANSACTIONS

(Revised: February 06, 2009)

THE RECORD LAYOUTS, ITEM DESCRIPTIONS, AND VALIDATION RULES OUTLINED IN THIS VERSION WILL BE IN EFFECT BEGINNING WITH 2008-2009 YEAR-END PROCESSING

TABLE OF CONTENTS

Edit information -----	Page 3
Upload information -----	Page 3
Download information -----	Page 6
District record -----	Page 7
School record -----	Page 8
Student record -----	Page 10
SCRAM record -----	Page 28
Course Master record -----	Page 32
Course Membership record -----	Page 37
Exit Status update record -----	Page 41
Sample Upload file -----	Page 43
Revisions -----	Page 44

EDIT INFORMATION

Prior to uploading a Clearinghouse file, the file **MUST** be run through the Clearinghouse Edit Program, at the local education agency (LEA), with a result of **ZERO** errors. No data will be loaded into the Clearinghouse from a file that contains an error count greater than ZERO. It is acceptable for there to be **warnings**.

THE CLEARINGHOUSE EDIT PROGRAM CANNOT AND, THEREFORE, DOES NOT VALIDATE SSIDs OR ACTUAL SCHOOL NUMBERS (SUCH AS THOSE IN THE SC RECORD OR IN THE "WHERE TAUGHT SCHOOL" FIELD OF THE AC RECORD). THESE CAN ONLY BE VALIDATED BY THE PROGRAM THAT ACTUALLY LOADS THE DATA INTO THE CLEARINGHOUSE DATABASE. THEREFORE IT IS VERY IMPORTANT THAT YOU VERIFY ALL SSIDs AND SCHOOL NUMBERS BEFORE UPLOADING YOUR CLEARINGHOUSE FILE.

The Clearinghouse Edit Program can be downloaded from USOE's secure FTP site at:

<https://secure.schools.utah.gov/>

NOTE: Access to this site requires explicit authorization for **EACH** individual that will have the authority in your LEA to upload Clearinghouse files. Each of these individuals must be set up with a userID and password by USOE before they can access this site. If someone in your LEA needs access, please contact your USOE SIS Specialist or Bruce Hudgens (538-7926 ; bruce.hudgens@schools.utah.gov). For those already set up for secure FTP access but have forgotten their password (specific to the secure FTP site **ONLY**), or are having other problems with the site contact the Help Desk at 538-7970.

THE NUMBER OF AUTHORIZED INDIVIDUALS PER LEA MUST BE KEPT TO A MINIMUM (1-4)

Navigate to "Folders\Distribution\Clearinghouse Edit Program". Once inside the "Clearinghouse Edit Program" folder download document "User_Edit_(get)_MOVEIT.pdf". Follow the instructions pertinent to your installation needs (which file).

UPLOAD INFORMATION

We will accept Clearinghouse uploads to our secure FTP site via an upload procedure using an Internet browser (see **NOTE** above). The data uploaded will be encrypted. Select the 'Data Clearinghouse Upload' option from the Clearinghouse page on our website at:

<http://www.schools.utah.gov/computerservices/Clearinghouse/Clearinghouse.htm>

or go directly to:

<https://secure.schools.utah.gov/>

BEFORE you select to upload your file be sure to navigate to:

Folders\Distribution\School Districts**(your LEA)**\Clearinghouse\Uploads

Otherwise, the file will be uploaded to the wrong folder.

Notification:

It's important that you e-mail Bruce Hudgens (bruce.hudgens@schools.utah.gov) and 'CC' Shane Johnson (shane.johnson@schools.utah.gov) to inform them that you have uploaded a Clearinghouse file. If you fail to notify them that your file has been sent in, they may not know it's there so it might not get processed. During YEAR-END processing be sure to specify in **each** e-mail what processing is to be done (finance, vocational, both).

General Data File Structure

The Clearinghouse upload file is a sequential text file that contains seven different record types.

- 1 - District record - "DI="
- 2 - School record - "SC="
- 3 - Student record - "S1="
- 4 - SCRAM record - "S2="
- 5 - Course Master record - "AC="
- 6 - Course Membership record - "AM="
- 7 - Exit Status Update record - "ES="

Each record should be terminated with a **carriage return + line feed**. The District record must always be the first record in the file followed by a School record identifying the first school. An additional School record should be present as the first record for each new school. All student and course records that follow a school record are identified as belonging to that school.

NOTE 1: The current upload times are as follows:

October Fall Enrollment count (Due by October 15)

Snapshot **as of** October 1 (unless it's on a weekend, then the following Monday).
Records required: DI, SC, S1, S2, AC, AM

December Special Ed count (Due by December 15)

Snapshot **as of** December 1 (unless it's on a weekend, then the following Monday).
Records required: DI, SC, S1, S2

Year-end (S3 and CTE) (Due by July 15)

All activity for the school year. Records required: DI, SC, S1, S2, AC, AM

No files will be processed after the due dates unless an extension has been granted your LEA by the appropriate person.

Year-end and October Fall Enrollment extensions are granted by:
Larry Newton (538-7668 ; larry.newton@schools.utah.gov)

December Special Ed extensions are granted by:
Cal Newbold (538-7724 ; cal.newbold@schools.utah.gov)

The extension will be good through a specific date.

NOTE 2: Items in this document denoted with '*' were ADDED for the 2008-2009 school year (see 'Revisions' at the end of the document).

Items in this document denoted with '@' were CHANGED for the 2008-2009 school year (see 'Revisions' at the end of the document).

All other items were present for the 2007-2008 year end processing and are unchanged for the 2008-2009 Year-end processing.

NOTE 3: Individual data element definitions: When optional is indicated, it means BLANK is allowed (**won't** be edited for "missing"). When required is indicated, it means BLANK is **NOT** allowed (**will** be edited for "missing").

NOTE 4: ALL clearinghouse updates must be complete updates (ALL pertinent records for the update period for ALL schools in the LEA) to ensure that all pertinent data will get loaded into the Warehouse.

NOTE 5: **180 DAY EQUIVALENT** is referred to several times in this document. The calculation for 180 day equivalency is as follows:

ROUND(a * (180 / b)) where the values for a and b are as follows:

S1 Membership a = number of days student was in membership (SCHOOL)
 b = number of days SCHOOL was in session

S1 Days Attended a = number of days student was in attendance (SCHOOL)
 b = number of days SCHOOL was in session

S2 Membership a = number of days student was in membership (SCRAM)
 b = number of days SCHOOL was in session

AM Membership a = number of days student was in membership (COURSE)
 b = number of days COURSE was in session

AM Attendance a = number of days student was in attendance (COURSE)
 b = number of days COURSE was in session

EXAMPLES

Example 1 (S1 Membership):

Student was actually enrolled for 160 days in a year round school that was in session for 172 days.

a = 160 (days in membership)
b = 172 (days school in session)

= 160 * (180 / 172)
= 160 * 1.0465
= ROUND(167.44)
= 167

Example 2 (AM Membership):

A student was enrolled 114 days in a class that lasted two trimesters, where each trimester lasts exactly 60 days.

a = 114 (days in membership)
b = 120 (days course in session)

= 114 * (180 / 120)
= 114 * 1.5
= ROUND(171.000)
= 171

The membership sent in on the **AM record** will ONLY be used to determine the **average** class size when the data is loaded into the Data Warehouse. The calculation used in the warehouse will be:

SUM of the aggregate membership / 180

That's why it's necessary for the AM membership to also be supplied in 180 day equivalency, even for those classes that are in session less than 180 days.

For classes that meet every day of the school year (180), it's fairly straight forward. However, for classes that don't meet 180 days (half year classes, every other day classes, etc), it gets a little confusing.

An example of the average class size calculation:

For simplicity, assume a class of 3 students. The class is a half year class (say 90 days) but only meets every other day ('days in session' is 45). The 3 students have actual membership in the class of 45, 30, and 15 days respectively. The key terms here are the 'actual membership' of the student and the 'days in session' for the class. The calculations of the membership days to report on the AM records, as outlined above, are as follows:

45 * (180 / 45) = 180
30 * (180 / 45) = 120
15 * (180 / 45) = 60

For this class, the SUM of the aggregate membership expressed in 180 day equivalency is 360.

The average class size for any given day that the class is in session would be 2 (360 / 180). You can see that if all 3 students were in membership the entire 45 days, the average class size would be 3 (540 / 180).

The same average is achieved by just using the sum of the actual membership divided by the 'days in session':

$$(45 + 30 + 15) / 45 = 2$$

Going into the February 12, 2004 data conference the USOE was proposing that the LEAs report the actual membership and the 'days in session' for each class and the USOE would do the above calculation. However, the general consensus among LEAs was they preferred to continue doing the 180 day equivalent calculations.

DOWNLOAD INFORMATION

With each Clearinghouse upload period (October 1, December 1, Year End) reports are produced and forwarded to various USOE departments (Finance, Special Ed, CTE). These reports are also posted to the secure FTP site for the LEAs to download and verify the accuracy of the data they submitted.

IT IS IMPERATIVE THESE REPORTS BE VERIFIED BY THE LEA. IF THE DATA SUBMITTED WAS NOT CORRECT, THE LEA MUST CORRECT THE DATA IN THEIR SIS SYSTEM AND SUBMIT A NEW FILE WITH CORRECTED DATA. THIS VERIFICATION PROCESS MUST BE REPEATED UNTIL THE LEA IS SATISFIED THE DATA SUBMITTED IS ACCURATE AND THIS PROCESS MUST BE COMPLETED BY THE IMPOSED DEADLINE.

Bruce (or Shane) will "reply" to the email sent by the LEA when the file was uploaded. This reply will indicate the Clearinghouse update was completed and the report posted...unless the update had errors. Then the reply will indicate the update was NOT completed as well as a description of the errors that need to be fixed. These errors typically involve invalid SSID numbers or "actual" LEA and/or school numbers that are invalid (not in CACTUS) such as "where taught district" and/or "where taught school" in the Course Master record (AC). These verifications with the SSID system and CACTUS cannot be done by the edit program.

To download the reports, sign on to the secure FTP site (as described in UPLOAD INFORMATION above). Navigate to:

Folders\Distribution\School Districts*(your LEA)*\Clearinghouse**Reports**

All available reports will be listed. Click the "Download" option next to each report you wish to download. When presented with the option to "open" or "Save", select "Save" and proceed with saving the file to your PC or LAN on your end.

DISTRICT RECORD

(1) RECORD TYPE "DI=" (Required all updates)

Must be the first record in each Clearinghouse update batch. This record identifies the **SCHOOL YEAR** and **LEA** of the batch. It is also used to indicate which reports may be run against the data contained in the batch. **ALL** data elements are required for **ALL UPDATES**

Field	Length	-- Column --		Valid Values
		Start	End	
RECORD-ID	03	001	003	DI=
LEA NUMBER	02	004	005	LEA Number (See note)
YEAR IDENTIFIER	04	006	009	,YR=
SCHOOL YEAR	04	010	013	Numeric Century & Year
MONTH IDENTIFIER	04	014	017	,OK=
WHICH MONTH	03	018	020	Three character alphabetic month identifier. This indicates to the Clearinghouse which month during the school year that the data is complete for. Valid month IDs are listed below. This field is used to flag which reports can be printed from your Clearinghouse data. If a report is required at the end of June, say the S3 report, but the Clearinghouse indicates that your last update took place in December, the S3 report will not run until we receive your data for June.

NOTE: This can ONLY be a State assigned and approved LEA number

SAMPLE "DI" RECORD

```

      1           2
....5....0....5....0
DI=14,YR=2008,OK=OCT
    
```

Note: The above record indicates that the update was received from Jordan School District for School Year 2008, and that the student information in this update is complete through the month of October.

VALID MONTH-ID'S

```

JAN  MAY  SEP
FEB  JUN  OCT
MAR  JUL  NOV
APR  AUG  DEC
    
```

SCHOOL RECORD

(2) RECORD TYPE "SC=" (Required all updates)

This record identifies a new **SCHOOL** within an update batch. All student records that follow this **"SC"** record will be identified as belonging to this school. The first record following the **"DI"** record in an update batch must be an **"SC"** record, and an additional **"SC"** record must be present to indicate each new School within a batch.

Field	Length	- Column -		Short Description
		Start	End	
RECORD-ID	03	001	003	SC=
SCHOOL NUMBER	03	004	006	Numeric School Number (See note below)
DAYS IN SCHOOL YEAR	03	007	009	Number of days school is in session
LAST DAY OF SCHOOL	04	010	013	Last day school is in session (MMDD)
SCHEDULE YEAR TYPE	01	014	014	YEAR schedule type for the school
SCHEDULE DAY TYPE	01	015	015	DAY schedule type for the school

SCHOOL RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Required - ALL updates) The first three characters of the School record must always contain the record identifier **"SC="**.

SCHOOL NUMBER: (Required - ALL updates) The actual school number. This will be validated against the schools in the CACTUS database. **In the October upload, if the SCHOOL NUMBER indicates a charter school, the count of students CANNOT exceed the approved maximum enrollment for the school.**

NOTE: This can ONLY be a State assigned and approved school number. For questions about or assignment of school numbers, call Shaunna Ford at (801) 538-7672.

DAYS IN SCHOOL YEAR: (Required - ALL updates) The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Can't be blank, must be complete, and must be greater than ZERO

LAST DAY OF SCHOOL: (Required - ALL updates) The last day the school is in session (**current school year**). Format is MMDD (MM = month ; DD = day). Must be complete (leading zero for day less than 10). Month must be 05 ,06, or 07.

SCHEDULE YEAR TYPE: (Required in October ; Ignored December and Year End) The type of yearly schedule.

<u>CODE</u>	<u>MEANING</u>
S	Semester
T	Trimester
Y	Year Round
O	Other

SCHOOL RECORD (DETAILED FIELD DESCRIPTIONS)

SCHEDULE DAY TYPE (Required in October ; Ignored December and Year End) The type of daily schedule.

<u>CODE</u>	<u>MEANING</u>
E	Elementary Schedule
S	7 Period day
X	6 Period day
F	5 Period day Trimester
B	4 period Block
M	Modified Block
O	Other

SCHEDULE TYPES required for the first time in the October 2008 upload.

NOTE 1: The USOE has not yet defined schedule types. Classification of schedule types should therefore reflect local usage (for example, one LEA's definition of 'Year Round' may differ from another LEA's).

NOTE 2: This data will be stored in the existing **schedule_year_type** and **schedule_type_day** fields of the **school** table of the **Cactus** database, and will be used by Accreditation (in determining appropriate criteria for accrediting a particular school), Assessment (in managing the logistics of statewide large scale assessment) and Career and Technical Education (in allocating vocational education funds).

Please direct questions about classification of individual schools or use of this field by the USOE, according to your area of concern, to:

- Accreditation – Georgia Loutensock (538-7789)
- Assessment – Sarah Moore (538-7862)
- Career and Technical Education – Jeff McDonald (538-7657)

SAMPLE "SC" RECORD

```
          1          2
.....5.....0.....5.....0
SC=1041800605SS
```

The sample school record above indicates that all student records that follow (until the next school record) will belong to school number 104 ; the school is in session (classes being held) for 180 days ; the school's last day in session for the **current school year** is June 5th ; schedule year type is 'S' ; schedule day type is 'S'.

STUDENT RECORD

(3) RECORD TYPE "S1=" (Required all updates)

For each batch update, the Clearinghouse will expect an "S1" record for each student that has been in membership within a school at any time during the current school year. Basically, a fresh new copy of all student data will be sent in for each update. Before each update for a particular year, all prior updates for that year will be removed from the database. Each new transmission will reflect a new and complete copy of a LEA's data as of that time.

NOTE: There can only be one 'S1=' record per student per school. For example, if a student enters and/or exits the same school multiple times, send in only one 'S1=' record with the EARLIEST entry date and the LATEST exit date (if the last entry was followed by an exit). All pertinent data (membership, attendance, etc) must reflect ONLY the actual time in the school.

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	11	S1=
STUDENT NUMBER	10	004	013	11	LEA assigned student number
SOC. SEC. NUMBER	09	014	022	11	Social Security number
LAST NAME	20	023	042	11	Student last name
FIRST NAME	16	043	058	11	Student first name
MIDDLE NAME	16	059	074	11	Student middle name or initial
@ BIRTH DATE	08	075	082	11	Student birth date
GENDER	01	083	083	12	Student sex code
ETHNICITY	01	084	084	12	Student race
GRADE LEVEL	02	085	086	13	Student current grade level
ENTRY DATE	08	087	094	13	School entry date
EXIT DATE	08	095	102	13	School exit date
@ EXIT CODE	02	103	104	14	School exit code
SCHOOL MEMBERSHIP	03	105	107	15	School aggregate membership
@ HIGH SCHL COMPL STATUS	02	108	109	16	High School Completion Status
PART-TIME HOME SCHOOL	01	110	110	17	Part-Time Home Schooled indicator
CONCENTRATOR	06	111	116	17	Concentrator Code
VOC-ACADEM DISADV	01	117	117	18	Voc. Academically Disadvantaged
TECH PREP	01	118	118	18	Tech. Prep
@ TRIBAL AFFILIATION	01	119	119	18	Indian tribal affiliation
@ LIMITED ENGLISH	01	120	120	19	Limited English Proficiency indicator
ECONOMIC DISADV	01	121	121	19	Economically Disadvantaged
RESIDENT STATUS	01	122	122	20	Resident Status code
PHONE NUMBER	10	123	132	20	Student home phone number
MIGRANT	01	133	133	20	Migrant Student indicator
TRACK	01	134	134	20	School Track
DAYS ATTENDED	03	135	137	21	Aggregate DAYS in attendance
HOMELESS	01	138	138	21	Student's 'Homeless' status
FIRST ENROLL IN US	08	139	146	21	Date first enrolled in U.S. school
ELL NATIVE LANGUAGE	03	147	149	22	Student's native or first language
ELL PARENT LANGUAGE	03	150	152	22	Parents language of preference
ELL EXIT DATE	08	153	160	22	Date LIMITED ENGLISH changed to 'F'
@ STUDENT ZIP CODE	05	161	165	22	Student's zip code - first 5
MESA PROGRAM	01	166	166	22	Student involvement in MESA program
@ DISTRICT OF RESIDENCE	02	167	168	23	District of residence (see descr)
SCHOOL OF RECORD	01	169	169	23	School is student's 'school of record'
GIFTED	01	170	170	23	"Gifted" student
504 SERVICES	01	171	171	23	Student receives section 504 services
ELL INSTRUCTION TYPE	03	172	174	24	ELL instruction type student receives
NCLB SCHOOL CHOICE	01	175	175	24	School out of area by choice
NCLB SUPP SERV LANG	01	176	176	24	Recv'd Supplemental services in Language
NCLB SUPP SERV MATH	01	177	177	25	Recv'd Supplemental services in Math
STATEWIDE STUDENT ID	10	178	187	25	Statewide student identifier
CUMULATIVE GPA	04	188	191	26	Student's cumulative GPA
SPECIAL ED EXIT DATE	08	192	199	26	Date student exited Special Ed services
* YIC FULL TIME	01	200	200	26	Student is or is not full time YIC
* KINDERGARTEN TYPE	02	201	202	27	Kindergarten type (if student grade '00')

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL updates) The first three characters of a Student record must always contain the record identifier "S1=".

STUDENT NUMBER: (Col 004-013 ; Required - All updates) The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

SOC SEC NUMBER: (Col 014-022 ; Optional) This is the student's 9 digit Social Security Number (SSN). It will be edited for completeness, numeric, and uniqueness (within school). Since this is used by Career and Technical Education (CTE) to facilitate collaboration with the Utah Department of Workforce Services in the evaluation of post secondary work placement as required by federal law, CTE requests there be an SSN for every student who is also enrolled in a CTE course or who is a CTE concentrator. However, if you don't have an SSN for a student, please leave this field blank. DON'T USE A PARENT'S SSN or send in a student record with the SSN equal to zero. In no case will the SSN be stored by the USOE in its Data Warehouse.

If it begins with more than 3 zeroes ['000.....'], it's invalid

LAST NAME: (Col 023-042 ; Required - ALL updates) Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 20 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

FIRST NAME: (Col 043-058 ; Required - ALL updates) Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

MIDDLE NAME: (Col 059-074 ; Optional) Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

@ **BIRTH DATE:** (Col 075-082 ; Required - ALL updates) Student's birth date, it must include the century. The format is **YYYYMMDD**.

Must be a valid date ; can't be current or future date ; calculated age can't be less than 3 for **non-migrant** students (see NOTE) or greater than 23 for anyone. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of the prior September 1.

NOTE: Only students flagged as migrant ('Y' in MIGRANT field) can be under 3 years of age. They must have ZERO membership.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

GENDER: (Col 083 ; Required - ALL updates) Student's gender code.

<u>CODE</u>	<u>MEANING</u>
M	Male Student
F	Female Student

ETHNICITY: (Col 084 ; Required - ALL updates) Student's ethnic code.

<u>Race Code</u>	<u>Description</u>
A	Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
B	Black A person having origins in any of the black racial groups of Africa
C	White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
H	Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race
I	American Indian or Alaskan Native A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
P	Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or other Pacific Islands
U	Unknown A person: <ul style="list-style-type: none"> a) who indicated "Other"; or b) who indicated "multiple origins" either <ul style="list-style-type: none"> [i] by marking a code expressly offered as an option for that purpose or [ii] by marking multiple codes representing Different ethnicities; or c) who declined to indicate ethnicity; or d) for whom ethnicity data is missing

ONLY above codes are valid ; Blank is an error

Note (1): This classification is based on federal policy as of February 17, 1999, as documented in <http://www.whitehouse.gov/omb/inforeg/race.pdf>

Note (2): For the purpose of summarizing ethnicity data to support the allocation of funds, codes **A, B, H, I,** and **P** will be considered as representing "ethnic minorities".

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

GRADE LEVEL: (Col 085-086 ; Required - ALL updates) Student's current grade level.
Valid entries:

<u>CODE</u>	<u>GRADE LEVELS</u>
-1 or PK	For Pre-Kindergarten
00 -- 12	For Kindergarten thru Grade 12

Note: For special education students in an ungraded setting, determine the grade level on the basis of the student's chronological age according to the following table:

Age before School year	----- Grade if BIRTHDAY is: ----- BEFORE Sept 2 ON or AFTER Sept 2
=====	
3	PK
4	00
5	01
6	02
7	03
8	04
9	05
10	06
11	07
12	08
13	09
14	10
15	11
16	12
17-21	12

ENTRY DATE: (Col 087-094 ; Required - ALL updates) Date the student entered school this school year. If the student entered the same school multiple times, please use the first entry date. It must include the century. The format is **YYYYMMDD**.

EXIT DATE: (Col 095-102 ; Optional unless there is an EXIT CODE - All updates) Day *following* the last day of school attendance. If the student exited the same school multiple times, please use the last exit date. It must include the century. The format is **YYYYMMDD**. If the student is still attending school, or at year-end was still attending, please leave this field blank.

Note: If a student record contains an EXIT DATE prior to or on Oct 1 or Dec 1, that student will NOT be counted in either the OCT 1 or DEC 1 counts because an EXIT DATE of Oct 1 or Dec 1 means the last day was actually Sept 30 or Nov 30 respectively. If a student exits a school and then re-enters that same school, **please leave this field blank.**

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ **EXIT CODE:** (Col 103-104 ; Optional unless there is an **EXIT DATE** - All updates)
 This code identifies the reason for the above exit date.

<u>EXIT CODE</u>	<u>Reason</u>
AE	Transferred to Adult Education
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, except UCAT
OG	Other Graduate
Q1	Early Graduate -- 1st Quarter Senior Year
Q2	Early Graduate -- 2nd Quarter Senior Year
Q3	Early Graduate -- 3rd Quarter Senior Year
SU	Suspended
TC	Transferred out of the country
TD	Transferred within the LEA
TH	Transferred to home schooling
TN	Transferred to another public school by choice under NCLB
TO	Transfer out of State
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another regular school LEA within the State
TT	Transferred to another Track within the School
T1	Early Graduate -- 1st Trimester Senior Year
T2	Early Graduate -- 2nd Trimester Senior Year
UC	Transferred to Utah College of Applied Technology (UCAT)
UN	Unknown
WD	Withdraw
WP	Withdrawn from Preschool
11	Early Graduate -- 11th Grade
Blank	If EXIT DATE is left blank

Note (1): If the student is a senior (GRADE LEVEL = 12) and none of the exit codes apply use the HIGH SCHOOL COMPLETION STATUS field.

If any of the EARLY GRADUATE exit codes are used, see NOTE 5 under HIGH SCHOOL COMPLETION STATUS.

Note (2): Use 'DO' for students in any update who were dropped from membership under the 10-day rule [see R277-419-1(0) at:
<http://www.rules.utah.gov/publicat/code/r277/r277-419.htm>]
 and cannot be properly accounted for at the time of the update by any other exit code.

NOTE (3): Use "WD" only in a situation so serious that educational services can't be continued even under conditions of R277-419-4(A)(1)(f)(ii).

NOTE (4): Use "FE" for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student.

NOTE (5): Use "OG" for students who exit as graduates, completers, or who aged out:

- **during** the fourth quarter or third trimester of their senior year
- if a "retained senior" in the prior year, any time before the end of their second or subsequent senior year If EXIT CODE is "OG", HIGH SCHOOL COMPLETION STATUS must be "GR", "G1", "G2", "G3", "CT", or "AO".

(Notes continued on next page)

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

EXIT CODE (Continued)

- NOTE (6):** Use "TC" for students who transferred out of the U.S. For this data collection, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside the U.S.
- NOTE (7):** If the following October upload does not contain an S1 or ES record for a student identified as EX or SU at year end, the student's high school completion status will be set to DO in the Warehouse.
- NOTE (8):** Use GE for students who exited the LEA but earned a GED by year end (prior to submission of Year End Clearinghouse). If the student exited with the intent of earning a GED but did not do so by year end, use DO.
- NOTE (9):** If the school identified in the SC record associated with this S1 is a charter school, TD cannot be used.
- NOTE (10):** Use AE, HE, or UC as appropriate when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.
- NOTE (11):** If Exit Code is WP, Grade Level must be PK.
- NOTE (12):** Use UN, when the location or status of the student is unknown or uncertain.
- NOTE (13):** Use TN, instead of TD (to another school within district), TR (to a charter school) or TS (to another district) ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions.

SCHOOL MEMBERSHIP: (Col 105-107 ; Required at Year End) Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file. Membership days should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation).

Must be complete (right justify, zero fill), '000' is OK, blank is an error at year end.

- Note (1):** Include only regular school membership days in this total. For self-contained Special Ed. students, any self-contained membership days should NOT be included here. Report all self-contained membership days on an "S2" record. For resource Special Ed. students, their membership in school is included on the "S1" record and their membership in the resource program is included on the "S2" record.
- Note (2):** If you have Special Ed. students that are attending private schools and have no regular school membership days, but do have SCRAM membership, please enter the three characters "PVT" in this field, and report their SCRAM Membership on an "S2" record.
- Note (3):** If the school identified in the "SC" record for this student is a YIC facility, this field must be '000'.
- Note (4):** The sum of school membership (S1) and self-contained SCRAM membership (some S2's) cannot exceed 180 days.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ HIGH SCHL COMPL STATUS: (Col 108-109 ; Optional except as indicated below ; Reported: Year End)

All students who are seniors (GRADE LEVEL = 12), the school submitted under is his/her school of record, and is NOT exited must have one of the following codes indicating the final outcome of their schooling as of July 15. ONLY seniors can be G1, G2, G3, CT, GP, DO, or RT. Also required if student is an early graduate or SCHOOL EXIT CODE is 'OG'.

This will be edited and loaded during the Year-End update ONLY, except for the RT code, which should also be used in the October upload for students who were identified as RT at previous Year End (in the October upload, HIGH SCHOOL COMPLETION STATUS codes other than RT or BLANK will be flagged as errors).

<u>CODE</u>	<u>MEANING</u>
GR	Basic High School Diploma - Passed all three UBSCT subtests
G1	Basic High School Diploma - Provided documentation of at least three attempts to pass all UBSCT subtests
G2	Basic High School Diploma - Made only one or two attempts to pass all UBSCT subtests (or none, if enrolled after final possible UBSCT), but provided documentation of participation in all offerings of the exam while enrolled in Utah public schools
G3	Basic High School Diploma - IEP team has determined that the student's participation in statewide assessment is through the UAA
CT	Certificate of Completion - Awarded by LEA
RT	Retained Senior
GP	Graduation Pending
AO	Aged Out of Special Education
DO	Dropout

Note (1): Use of the GR, G1, G2, G3 and CT codes is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on students with disabilities (see:
<http://www.rules.utah.gov/publicat/code/r277/r277-705.htm>)

Note (2): Use GP for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. If the following October upload does not contain an ES record for a student identified as GP at year end, the student's high school completion status will be set to CT in the Warehouse.

Note (3): Use "RT" for students in grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to reenroll in the following year. These students cannot be exited. Students who are identified as RT will have their expected graduation date incremented by one year in the Warehouse. If the following October upload does not contain an S1 or ES record for a student identified as RT at year end, the student's high school completion status will be set to DO in the Warehouse.

Note (4): For the purpose of calculating graduation and dropout rates, CT will be excluded as neither graduates nor dropouts. GP and RT are temporary statuses.

Note (5): If an Early Graduation value is submitted in the EXIT CODE (Q1, Q2, Q3, T1, T2, 11) you MUST supply one of the graduate codes (GR, G1, G2, G3) in the HIGH SCHOOL COMPLETION STATUS.

(Notes continued on next page)

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

HIGH SCHOOL COMPLETETION STATUS (Continued)

- Note (6):** Use G1, G2, and G3 for students who did not pass all three UBSCT subtests, but did meet all state and LEA course requirements for graduation and participated in UBSCT remediation consistent with LEA or school policies and opportunities, as well as the particular criterion above.
- Note (7):** If HIGH SCHOOL COMPLETION STATUS is G3, there must also be a SCRAM (special education) record associated with the student.
- Note (8):** Use D0 for seniors who did not exit and do not fit any other category.
- Note (9):** If HIGH SCHOOL COMPLETION STATUS is AO, SCRAM EXIT REASON must be D.

PART-TIME: (Col 110 ; Optional all updates ; Reported: Year End) This is for indicating the status of a student who is enrolled for only part of the school day.

<u>CODE</u>	<u>MEANING</u>
H	Home Schooled
P	Private School
S	Stable
Blank	All others

- Note (1):** Use 'H' ("Home Schooled") for a part time student
- a) whose family received a certificate in accordance with Utah Code 53A-11-102 exempting him/her from public school attendance
- AND**
- b) who is enrolled in a public school for part of the day
- Note (2):** Use 'P' ("Private School") for a part time student
- a) who is enrolled in a private school
- AND**
- b) who is enrolled in a public school for part of the day
- Note (3):** Use 'S' ("Stable") for a part time student
- a) who is neither home schooled nor enrolled in a private school
- AND**
- b) who has been enrolled in a public school for the entire year

CONCENTRATOR: (Col 111-116 ; Optional all updates ; Reported: Year End)

Concentrator Code. This is a six digit numeric field requested for students in Career and Technical Education (CTE) programs.

If not blank it must be complete, all numeric, and S1 should contain an SSN (CTE requirement)

- Note:** "Concentrator" is defined as a student who completes three semesters (1.5 credits) of training in the same CTE program area during grades 9-12. A CTE Program area consists of all courses beginning with the same first two digits of the CIP Code.

You should include the first two digits of the group of courses completed as described above plus "0000". For example '510000' for those who took 3 semester classes (1.5 credits) in the Health Sciences Program Area. The field should be blank if not a concentrator.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

VOC-ACADEM DISADV: (Col 117 ; **Optional all updates ; Reported: Year End**) Used to identify Vocational Academically Disadvantaged students.

<u>CODE</u>	<u>MEANING</u>
D	Disadvantaged (Cum GPA 1.99 or below [grades 9-12 only])
Blank	All others

TECH PREP: (Col 118 ; **Optional all updates ; Reported: Year End**) This code identifies a College Tech Prep student.

<u>CODE</u>	<u>MEANING</u>
Y	Yes, a Tech. Prep Student
Blank	All others

Note: College Tech Prep is defined at
<http://www.usoe.k12.ut.us/ate/TechPrep/TechPrep.htm>

@ **TRIBAL AFFILIATION:** (Col 119 ; **Optional all updates unless Ethnicity is 'I' ; Reported: October and Year End**) This code indicates the Indian tribal affiliation of students.

<u>CODE</u>	<u>MEANING</u>
G	Goshute
N	Navajo
P	Paiute
S	Northwest Band Shoshone
U	Ute
O	Other tribe
Blank	Other than 'I' in ETHNICITY

If ETHNICITY is 'I', TRIBAL AFFILIATION cannot be blank.

NOTE (1): If ETHNICITY is 'I', TRIBAL AFFILIATION cannot be blank. However, TRIBAL AFFILIATION may also be indicated even when ETHNICITY is other than American Indian.

NOTE (2): These are the five "federally recognized tribes" (or tribal groups) with agencies in Utah.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ **LIMITED ENGLISH: (Col 120 ; Optional all updates unless student is ELL ; Reported: all updates)** This code identifies the student's level of proficiency in academic English based on UALPA.

<u>CODE</u>	<u>MEANING</u>
Y	Student is ELL. This includes UALPA levels: (P) Pre-emergent (E) Emergent (I) Intermediate (A) Advanced
O	Opted out of the ELL program
F	Fluent - has scored at the 'A' level on the UALPA AND scored at the proficient level on the appropriate grade level English language arts CRT. Must have an exit date.
N	Tested and deemed not ELL
BLANK	Not tested - not ELL

If 'Y', 'O' or 'F' here:

- fields ELL NATIVE and ELL PARENT languages **must** be present

If 'Y' or 'O' here:

- field ELL INSTRUCTION TYPE **must** be present

If 'F' here:

- field ELL EXIT DATE **must** have a valid date.

Note 1: Students who are 'Y' or 'F' will be counted as "limited English proficient" (LEP) in accountability reporting.

Note 2: After the student scores at the 'A' level on the UALPA and at or above the proficient level on the student's grade level English language arts CRT, moving a student to 'F' is at the LEA's discretion.

Note 3: Students who are 'F' need to have that designation continued on his/her S1 record for 2 years beyond the school year in which he/she was initially submitted as a fluent ELL student.

ECONOMIC DISADV: (Col 121 ; Optional ; Reported: October and Year End) This code identifies the status of students with respect to "economic disadvantage".

<u>CODE</u>	<u>MEANING</u>
F	Eligible for Free Lunch
R	Eligible for Reduced Price Lunch
Y	Economically Disadvantaged
Blank	NOT economically disadvantaged

Note (1): Use "Y" for students who are enrolled in a Provision II or Provision III school and not accounted for as "F" or "R" themselves OR (only in the case of a charter school), for students for whom a Declaration of Household Income is on file. You **may** also use "Y" for students who are eligible for a fee waiver or siblings of "F" or "R" students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note (2): The Declaration of Household Income is voluntarily used by charter schools which do not participate in the National School Lunch Program to determine if a student is "economically disadvantaged" for the purpose of allocating NCLB funds.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

RESIDENT STATUS: (Col 122 ; Optional : Reported: October and Year End) This code identifies non-resident students.

<u>CODE</u>	<u>MEANING</u>
A	Non-Utah Resident
B	Utah resident but NOT LEA resident
C	LEA resident enrolled in another state
F	Non U.S. resident enrolled as a F1 Foreign Exchange student with no WPU
J	Non U.S. resident enrolled as a J1 Foreign Exchange student who receives a WPU through the state Student Exchange Program
Blank	All others

NOTE: Students with status of A, F, or J will not be counted in membership or other student statistics that generate funding.

PHONE NUMBER: (Col 123-132 ; Optional) This is the 3 digit area code plus the 7 digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an "S2" record. This field is optional for all other students. In no case will the phone number be stored by the USOE in its Data Warehouse.

NOTE: If not blank, must contain all 10 digits.

MIGRANT: (Col 133 ; Optional ; Reported: October and Year End) A migrant student is a student who enrolled during the year **AND** has a Certificate of Eligibility (COE) form on file in the LEA.

<u>CODE</u>	<u>MEANING</u>
Y	Migrant Student
Blank	All others

NOTE 1: ONLY the following LEAs can submit students as migrant: Beaver, Box Elder, Cache, Davis, Granite, Iron, Jordan, Logan, Millard, Nebo, North Sanpete, Piute, South Sanpete, Ogden, Provo.

NOTE 2: Please direct questions about the COE to the USOE Migrant Education Specialist, Max Lang, at (801) 538-7725.

TRACK: (Col 134 ; Optional) This code identifies the school track a student is enrolled in.

<u>CODE</u>	<u>MEANING</u>
"A" - "F"	For track "A" through track "F"
Blank	All others

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

DAYS ATTENDED: (Col 135-137 ; Required and reported at Year End) This represents the sum of days attended by the student in both regular (S1) and self-contained special education (some S2 or SCRAM) settings and should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation). A student should be counted as 'in attendance' on a school day if the student was counted on the roll by a teacher as being "present":

Grades 1-6 : at any time during the day

Grades 7-12: in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill) ; '000' is OK ; Can't be greater than the sum of school membership and self-contained SCRAM membership ; BLANK is OK for Oct 1 and Dec 1 but if present, all above constraints apply.

Note (1): If the sum of DAYS ATTENDED for all students associated with a school is less than 50% of total membership (the sum of regular and self contained special education membership for all students) a warning will be generated.

Note (2) If the sum of DAYS ATTENDED for all students associated with a school is 0 an error will be generated.

HOMELESS: (Col 138 ; Required and reported October and Year-End) Student's homeless status.

<u>CODE</u>	<u>MEANING</u>
0	Not homeless
1	With another family because of a loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)
6	Student seeks enrollment without accompanying parent (not to include youths in foster care)

Above codes are OK ; BLANK is an error at Year-End ; If present for Dec 1 it will be edited for above values.

FIRST ENROLL IN US (Col 139-146 ; Optional ; Reported: October and Year End): If the student was born outside of the United States, enter the date of the student's first enrollment in a school in the United States. Otherwise, leave blank.

If entered it must be a valid date (19yyymmdd or 20yyymmdd) and NOT greater than the current date or school enter date.

- If ONLY the month and Year are known, use the last day of the month for the day.
- If ONLY the year is known, direct registrar personnel to question the parent/student to determine, at a minimum, the month. Then use the above rule for the day.

NOTE (1): For the purposes of this data collection program, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be "outside" of the United States.

NOTE (2): This field is used to identify "immigrants" for the purpose of disaggregating test scores as required under NCLB Title III.

NOTE (3): Please direct questions about immigrant data to the USOE Title III / Alternative Language Specialist, Rita Brock at (801) 538-7897.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

ELL NATIVE LANGUAGE (Col 147-149 ; Optional unless LIMITED ENGLISH is 'Y', 'O' or 'F' Reported: October and Year End): Native or first language of student.

BLANK is OK for Dec 1 (regardless of value of LIMITED ENGLISH) but if present it will be edited for valid values found at:

http://www.schools.utah.gov/curr/ELLALS/doc/language_codes.xls

If you cannot find a language on the list, contact Rita Brock at rita.brock@schools.utah.gov or 538-7897. New codes will be derived from ISO/DIS 693-3 at <http://www.sil.org/iso639-3/codes.asp> whenever possible. In some cases, extensions of the code may be created using X** as the pattern.

NOTE: English (ENG) is not valid for ELL NATIVE LANGUAGE.

ELL PARENT LANGUAGE (Col 150-152 ; Optional unless LIMITED ENGLISH is 'Y', 'O' or 'F' Reported: October and Year End): Language which parent(s) of student prefer in communication with the school.

BLANK is OK for Dec 1 (regardless of value of LIMITED ENGLISH) but if submitted it will be edited for valid values (SEE ELL NATIVE LANGUAGE).

ELL EXIT DATE (Col 153-160 ; Optional unless LIMITED ENGLISH is 'F' ; Reported: October and Year End): The date the ELL student was advanced to LIMITED ENGLISH code 'F' (Former ALS student - exited). Format **YYYYMMDD**.

Cannot be BLANK if field LIMITED ENGLISH is 'F' (must be a valid date).

@ STUDENT ZIP CODE: (Col 161-165 ; Required at Year End and October) First 5 digits of the zip code of the student's home address.

Complete, All numeric, must start with '84' unless field RESIDENT STATUS is 'A'. This will be used by USOE to validate the DISTRICT OF RESIDENCE for charter schools.

MESA PROGRAM (Col 166 ; Optional): Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

<u>CODE</u>	<u>MEANING</u>
A	Student joined MESA and met all LEA requirements to be recognized as having fully participated in the MESA program for the year
B	Student joined MESA and participated in at least one MESA activity
C	Student joined MESA but did not participate in any MESA activity
Blank	All others

If entered only BLANK, 'A', 'B' or 'C' is allowed

NOTE: Please direct questions about MESA data to the USOE MESA Program specialist, Freddie Cooper, at (801) 538-7733.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ **DISTRICT OF RESIDENCE: (Col 167-168 ; Optional for regular districts [01-40] ; Required all updates for charter schools)** Intended use is for LEAs with numbers other than 01-40, such as charter schools. This is the REGULAR district number (01-40) in which the student resides.

<u>CODE</u>	<u>MEANING</u>
01-40	Valid <u>regular</u> Utah school district number

Required for charter schools. Must be complete ; include a leading zero for district numbers less than 10.

NOTE: This will be used to allocate charter school students to their "home" districts and, consequently, to appropriately allocate funds and attribute accountability for student performance. DISTRICT OF RESIDENCE must be consistent with STUDENT ZIP CODE.

SCHOOL OF RECORD (Col 169): Optional ; Reported : October and Year End)

The "SC" record this "S1" follows is the ONE school to which data should be attributed for the student.

<u>CODE</u>	<u>MEANING</u>
N	<u>NOT</u> the student's school of record
Blank	The student's school of record

NOTE (1): This is for students enrolled in more than one school in the LEA **at the same time** on October 1. Only one of the schools can be the SCHOOL OF RECORD and school and LEA counts will be incremented in the October upload and in the Demographics section of the S3 report derived from the Year End upload for only those students with nothing (BLANK) in this field.

NOTE (2): If the Clearinghouse edit program, by using the ENTRY DATE and EXIT DATE fields, determines that a student was enrolled in two or more schools on October 1 (or, in other words, has two or more S1 records showing enrollment on October 1), it will then check for a blank in only one of the SCHOOL OF RECORD fields in the S1 records. If it discovers more than one blank, it will issue an error, and the LEA will be required to decide and, by correcting its Clearinghouse file, indicate the one school to which the student should be considered as belonging on October 1.

GIFTED (Col 170 ; Optional):

Indicates if the student was identified by the local education agency as being eligible for participation in a program for the gifted and talented.

<u>CODE</u>	<u>MEANING</u>
Y	Gifted Student
Blank	All others

Note: If the student was enrolled in an Advanced Placement or Concurrent enrollment course but was not formally identified as gifted by the local education agency, leave this field blank.

504 SERVICES (Col 171 ; Optional):

The student received services under Section 504 of the Rehabilitation Act of 1973.

<u>CODE</u>	<u>MEANING</u>
Y	Received 504 services
Blank	All others

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

ELL INSTRUCTION TYPE (Col 172-174 ; Optional all updates unless LIMITED ENGLISH is 'Y' or 'O'): The type of ELL instruction the student receives.

<u>CODE</u>	<u>MEANING</u>
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All others

Can't be BLANK if LIMITED ENGLISH is Y or O.

Note: If you are uncertain about how to classify an instructional program for English Language Learners, please contact Rita Brock, at (801) 538-7897, for assistance.

NCLB SCHOOL CHOICE (Col 175 ; Optional):

Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A

<u>CODE</u>	<u>MEANING</u>
Y	Enrolled by choice under provisions of NCLB Title I Part A
Blank	All others

NOTE: At Year End, ONLY the following LEAs have one or more schools in Year 1 or more of Program Improvement and so **can** have an NCLB SCHOOL CHOICE count greater than 0 (zero):
Granite, Jordan, Provo, Salt Lake, San Juan, Uintah, Wasatch, and Washington.

(All other LEAs **cannot** have an NCLB SCHOOL CHOICE count greater than 0 (zero))

NCLB SUPP SERV LANG (Col 176 ; Optional):

Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. **See the list of providers and Notes below NCLB SUPP SERV MATH.**

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

NCLB SUPP SERV MATH (Col 177 ; Optional):

Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service.

<u>CODE</u>	<u>MEANING</u>
A	Lindamood Bell
B	Connections After School
C	SMART
D	U of U Reading Clinic
E	HOSTS Learning
F	Prime Time Academy
G	Failure Free Reading
H	International Language Programs
I	Newton Learning
J	Utah Alliance of Boys & Girls Clubs
K	ABC Phonetic Reading
L	American Preparatory Academy
M	Catapult Online
N	Higher Ground Learning
O	Education 2020
Blank	Did not receive supplemental services

NOTE (1): ONLY the following LEAs have one or more schools in Year 2 or higher of Program Improvement and **can** have an NCLB SUPP SERV count - sum of MATH and LANG - greater than 0 (zero):
Jordan, Salt Lake, San Juan, Wasatch, and Washington

(All other LEAs **cannot** have an NCLB SUPP SERV count greater than 0 (zero))

NOTE (2): Please direct questions about NCLB Choice and Supplemental Services data to Michelle Davis at (801) 538-7756.

STATEWIDE STUDENT ID: (Col 178-187 ; Required - All updates)

The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

Does not have to be complete but MUST be a NUMERIC value greater than 1,000,000.

NOTE: There **MUST** be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

CUMULATIVE GPA: (Col 188-191 ; Required at year end for grades 9-12)

Cumulative GPA to three decimal places as you would provide it to a college when a student requests that a transcript be sent to an admissions office.

<u>VALUE</u>	<u>MEANING</u>
'0000' to '4000'	Actual GPA
'NGPA'	<u>No GPA</u> - severely disabled Special Ed students OR LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal...it is *implied* to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means "A" and 0000 means "F".

BLANK is an error at year end (grades 9-12) and if present in Oct 1 or Dec 1 upload(s) (or grades other than 9-12) it will be fully edited.

NOTE: It is *expected* that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

SPECIAL ED EXIT DATE (Col 192-199 ; Required at year end): The date the student in special education has completely exited from all special education services. This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date ; If this date is submitted, **ALL** S2's submitted must also have an exit date and the exit date on the S2's **cannot** be after this date.

For questions regarding use of this date contact Wendy Carver (538-7639 ; wendy.carver@schools.utah.gov).

* **YIC FULL TIME (Col 200 ; Required - All updates):** Used to indicate if a student is full time YIC.

<u>CODE</u>	<u>MEANING</u>
0	Not a full time YIC student
1	Full time YIC student (has a YIC service code other than RSM, ISI-1, or ISI-2)

NOTE 1: Most Youth In Custody (YIC) students enroll in regular schools, and many are special education students. For the last several years, only these YIC students should have been reported via the Clearinghouse. We now request that all YIC students be reported, still with aggregate membership appropriately prorated, and that full time YIC students, as defined above, be flagged. This change in data collection policy is motivated by the consolidation of YIC students into alternative schools for accounting purposes and the concomitant elimination of YIC SIS as a source of YIC student data.

NOTE 2: Full time YIC students will be excluded from all counts used to allocate funds, EXCEPT for the fall enrollment count used by SITLA to allocate school trust lands funds.

NOTE 3: Full time YIC students cannot have MEMBERSHIP or ATTENDANCE greater than zero. If MEMBERSHIP or ATTENDANCE submitted in the upload is greater than zero for a full time YIC student it will be set to zero.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

- * **KINDERGARTEN TYPE: (Col 201-202 ; Required (non-BLANK) at year end if GRADE LEVEL = 00)**
Identifies if Kindergarten students participated in an extended Kindergarten program (regardless of funding source), and which type of program.

<u>CODE</u>	<u>MEANING</u>
FN	Full Day, No Extended Year
ON	Full Day Other, No Extended Year
EN	Extended Hours, No Extended Year
YN	Extended Year, No Full Day or Extended Hours
FY	Full Day and Extended Year
OY	Full Day Other and Extended Year
EY	Extended Hours and Extended Year
NN	No Significant Extended Kindergarten Program Participation
BLANK	Not Kindergarten (GRADE LEVEL is NOT 00)

Constraint: Must be one of the non-BLANK values at year end if GRADE LEVEL = 00. Must be BLANK if GRADE LEVEL is not 00.

Definitions:

<u>Full Day</u>	The student stays with the same teacher, in a continuous all day session.
<u>Full Day Other</u>	The student is enrolled in a full day Kindergarten, but does not stay with the same teacher in a continuous all day session. For example, students may have different teachers or be in two half-day sessions.
<u>Extended Hours</u>	Kindergarten that extends beyond the regular 1/2 day Kindergarten program, but is less than a full day. For example, a student may stay for an extra hour each day, or for 2 hours Monday, Wednesday, and Friday.
<u>Extended Year</u>	Extends beyond the regular (180-day) school year. It could extend before or after the regular school year. For example, a student may participate in a summer school program or in a 2-week jump-start program.

- NOTE (1):** Report students who participated in an extended Kindergarten program for a significant amount of time. (A rough guideline is to include students who participated in the program for at least 2/3 of the program for Extended Year programs and for at least 2/3 of the school year for Full Day, Full Day Other, and Extended Hours Programs.) If a student did not participate in an extended Kindergarten program for a significant amount of time, report NN.
- NOTE (2):** Each student may only be reported in one distinct program type. If a student participated in multiple program types, report the program in which the student had significant participation. If no participation was significant, report NN.
- NOTE (3):** For questions regarding KINDERGARTEN TYPE contact Jennifer Lambert (538-7892 ; jennifer.lambert@schools.utah.gov).

SCRAM RECORD

(4) RECORD TYPE "S2=" (Required all updates)

For each batch update, the Clearinghouse will expect an "S2" record for each "SCRAM" student that has been in attendance within a school at any time during the current school year. This record basically identifies the SCRAM membership a student has had within a TIME code. For those students that may have multiple TIME codes during the year, multiple "S2" records should be included in the update.

Field	Length	Data Record		Doc	Short Description
		Start	End		
RECORD-ID	03	001	003	28	S2=
STUDENT NUMBER	10	004	013	28	Student number
DISABILITY TYPE	02	014	015	28	Disability type
TIME	01	016	016	29	Time code
SCRAM ENTRY DATE	08	017	024	29	Scram Entry Date
SCRAM EXIT DATE	08	025	032	29	Scram Exit Date
@ SCRAM EXIT REASON	01	033	033	29	Scram Exit Reason code
SCRAM MEMBERSHIP	03	034	036	30	Scram aggregate membership
REGULAR PERCENT	01	037	037	30	Percent in regular setting
ENVIRONMENT	01	038	038	31	Educational environment

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL updates) The first three characters of a SCRAM record must always contain the record identifier "S2=".

STUDENT NUMBER: (Col 004-013 ; Required - ALL updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store SCRAM membership, a student "S1" record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the "S1" record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

DISABILITY TYPE: (Col 014-015 ; Required - ALL updates)

Identifies the type of disability for which the student is receiving Special education services.

<u>CODE</u>	<u>MEANING</u>
AU	Autism
BD	Behavior Disorder (federal "Emotional Disturbance")
CD	Communication Disorder (federal "Speech or Language Impairment")
DB	Deaf and Blind (Dual Sensory Impairment)
DD	Developmental Delay
HI	Hearing Impairment (Deaf)
ID	Intellectual Disability (federal "Mental Retardation")
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disorder
TB	Traumatic Brain Injury
VI	Visual Impairment (Blind)

Constraint: Type 'DD' cannot be used for students older than 9.

TIME: (Col 016 ; Required - ALL updates for grades K-12) Summarizes the amount of time the student is served. This is used to allocate state special education funds. If present for PRE-K, it will be ignored. If a student changes TIME code during the year, an S2 must be sent in for each one.

<u>CODE</u>	<u>MEANING</u>
A	1-59 Minutes of special education/related service (Resource).
B	60-179 Minutes of special education/related service (Resource).
C	180 min. or more of special education/related service (Self-Contained)

SCRAM ENTRY DATE: (Col 017-024 ; Required - ALL updates) This is the date the student first began receiving Special education related services. This date must include the century. The format is **YYYYMMDD**.

SCRAM EXIT DATE: (Col 025-032 ; Optional unless there is a SCRAM EXIT CODE) This is the day *following* the last day the student received special education related services for a particular handicapping condition. This date must also include the century. The format is **YYYYMMDD**. If the student is still receiving special education related services or at year-end was still receiving services, please leave this field blank. **Determining inclusion or exclusion of the student for the DEC 1 reports using this date is the same as the school exit date (see "S1" record - field EXIT DATE).**

A valid date must be present if SCRAM EXIT REASON is entered

@ **SCRAM EXIT REASON:** (Col 033 ; Optional unless there is a SCRAM EXIT DATE) This code identifies the reason this student exited special education related services.

<u>CODE</u>	<u>REASON</u>
A	RETURNED TO REGULAR PLACEMENT
D	REACHED MAXIMUM AGE
S	SERVICE CHANGE
X	EXITED SCHOOL
Blank	If SCRAM EXIT DATE is left blank

A valid SCRAM EXIT REASON must be entered if a SCRAM EXIT DATE is entered.

NOTE (1): If SCRAM EXIT REASON is D, HIGH SCHOOL COMPL STATUS must be A0.

NOTE (2): If SCRAM EXIT REASON is X, EXIT CODE (S1) cannot be blank.

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

SCRAM MEMBERSHIP: (Col 034-036 ; Required at Year End) SCRAM aggregated membership. This field should reflect the total aggregate days of membership within this SCRAM TIME code accurate up to the day you create the Clearinghouse update file. If a Student moves from one SCRAM TIME code to another during the year, then multiple "S2" records should be included in the update, each one reflecting membership in a separate SCRAM TIME code. Membership days should be reported in 180 day equivalent days (see page 5 for 180 equivalent calculation).

Must be complete (right justify, zero fill), blank or '000' is an error.

Note: SELF-CONTAINED membership days SHOULD NOT be included in the regular school membership total on the "S1" record. Report SELF-CONTAINED membership days on this "S2" record only. SCHOOL membership (S1) [+] SELF-CONTAINED membership cannot exceed 180 days. For Special Ed. (RESOURCE) students, their membership days in school are included on the "S1" record and their membership in the resource program are included on the "S2" record.

REGULAR PERCENT: (Col 037 ; Required - ALL updates) Summarizes the amount of time the student is in a regular education class. This is used for federal reporting.

<u>CODE</u>	<u>MEANING</u>
1	At least 80% of the day
2	40 to 79% of the day
3	Less than 40% of day
BLANK	Student is pre-K and ENVIRONMENT is <u>not</u> 'E'

- **CANNOT BE BLANK** for all students above pre-k OR for pre-k students with ENVIRONMENT 'E'
- **MUST BE BLANK** for pre-k students with ENVIRONMENT anything other than 'E'

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

ENVIRONMENT: (Col 038 ; Required - ALL updates) Identifies the type of educational setting in which the student receives special education services.

If grade is PRE-K, you can use one of the following settings:

- C** = Early Childhood Special Education (50% or more of students in class are receiving special education services)(federal "Special Class")
- E** = Early Childhood (less than 50% of students in class are receiving special education services)
- I** = Itinerant (federal "Service Provider Location")
- M** = Home

If grade is K-12, you can use one of the following settings:

- H** = Homebound/Hospitalized
- Y** = Correctional Facility (Youth In Custody)

You can also use one of the following with any grade (PK-12):

- R** = Public Residential
- S** = Public Separate School
- T** = Private Residential Facility
- U** = Private Separate School
- V** = Regular School setting

All of the codes above assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, and you track this in your SIS, you should use:

- P** = Parentally placed in private school

NOTE: Students age 3 through 5 with code 'P' will NOT be included in ANY December 1 reports.

However, because of the difficulty in collecting complete SCRAM data on P students, the USOE Special Education section will request a count of P students independently of the Clearinghouse. For more information, please contact Cal Newbold, Special Education Data Specialist, at 538-7724.

NOTE: "Age" used above is calculated using the December SCRAM processing cutoff date as follows:

- OCTOBER 1** update - Forth coming December
- DECEMBER 1** update - Current December
- YEAR END** update - Prior December

COURSE MASTER RECORD

(5) RECORD TYPE "AC=" (Required: October and Year End)

Note: "AC=" transactions are used to define a school's Course Master File. During the update, the COURSE & SECTION field is combined with the PERIOD field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the COURSE & SECTION field. Course Master records with duplicate COURSE & SECTION fields will be interpreted as a block class that spans two or more periods.

COURSE MASTER records within a school having duplicate COURSE & SECTION field values will be assumed to be block classes and will be processed according to the following rules.

CTE Block Classes:

If a CIP CODE is present in the duplicate records, indicating a CTE class, each of the duplicate COURSE MASTER RECORDS and their related COURSE MEMBERSHIP records will be retained. The PERIOD fields of these records must not have any duplicate values.

NON-CTE Block Classes:

If a CIP CODE is NOT present in the duplicate records, indicating a NON-CTE class, only the COURSE MASTER RECORD with lowest PERIOD number and its related COURSE MEMBERSHIP records will be retained. This requires that the fields in the retained COURSE MASTER and COURSE MEMBERSHIP records represent the entire block class, not just one period. See block class notes in the COURSE MEMBERSHIP RECORD.

Single Course Master Record for Block Classes:

An LEA may choose to report a NON-CTE block class with only one COURSE MASTER record along with its related COURSE MEMBERSHIP records. Except for CTE classes, USOE Data Warehouse does not maintain block class data as separate periods.

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	33	AC=
COURSE & SECTION	12	004	015	33	Course & Section Number
PERIOD	02	016	017	33	Period Taught
WHERE TAUGHT DIST	02	018	019	33	LEA where course is taught
@ WHERE TAUGHT SCHL	03	020	022	33	School where course is taught
@ TEACHER 1	09	023	031	34	CACTUS ID of 'teacher or record'
CIP CODE NUMBER	06	032	037	34	Voc. CIP Code Number
SEMESTER LENGTH	01	038	038	34	Voc. Semester Length
COURSE TITLE	20	039	058	34	Course Title
CORE CODE	11	059	069	34	Graduation Core Code
TEACHER 2 ID	09	070	078	34	CACTUS ID of 2nd teacher
TEACHER 3 ID	09	079	087	35	CACTUS ID of 3rd teacher
COLLEGE GRANTING CR	02	088	089	35	College granting conc enrollment credit
WHERE TAUGHT CAMPUS	01	090	090	35	Where conc enrollment course is taught
INSTRUCT SETTING	02	091	092	36	Instructional Setting
INSTRUCT HRS SCHED	03	093	095	36	Instructional Hours Scheduled

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of a course master record must always contain the record identifier "AC=".

COURSE & SECTION: (Col 004-015 ; Required) This is the *unique* alphanumeric course + section number that you are using to identify a class within the school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length

PERIOD: (Col 016-017 ; Required) This is a two digit field indicating which period the class is being taught. It should contain numeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10 digit key that MUST BE UNIQUE within each school. In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than 1 "AC" record is found for a school with the same 10 digit key, an error condition exists and any duplicates will NOT be loaded into the Clearinghouse.

WHERE TAUGHT DIST: (Col 018-019 ; Optional ; Reported: October and Year End) This field is to be used only if the class is taught at some other LEA. If this class is taught within the LEA you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it's taught within that LEA. If for example, you have students that take classes at another district, college, or trade school please include here that LEA's two character designation (college and ATC two digit numbers are listed at the end of the AC record field descriptions).

If present, it will be validated against the CACTUS table of LEAs.

@ WHERE TAUGHT SCHL: (Col 020-022 ; Optional ; Reported: October and Year End) This field is to be used only if the class is taught at some other school. If this class is taught within the school you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it is taught within that school. If for example, you have students that take classes at another district, college, or trade school please include here the school number where the class is being taken. For college or ATC's this 3 digit school number is their 2 digit "LEA" number (listed at the end of the AC record field descriptions) preceded with a '0'. For example, the school number for Salt Lake Community College would be '049'.

If present, it will be validated against the CACTUS table of schools. If field WHERE TAUGHT DISTRICT is blank, the validation will be done using the submitting LEA's number.

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ **TEACHER 1 ID: (Col 023-031 ; Required)** This is the CACTUS ID of the TEACHER OF RECORD assigned to the class.

All numeric, ALL ZEROES is invalid, left justify, **DON'T** zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

NOTE (1): This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as RELEASE TIME or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approves these "courses".

NOTE (2): For CACTUS ID's of college and ATC teachers, see the list at the end of the COURSE MASTER RECORD descriptions.

CIP CODE NUMBER: (Col 032-037 ; CTE Classes Only - Required ; Reported: Year End)
Valid CTE CIP CODE. This is a six digit numeric field.

If entered must be complete and all numeric

SEMESTER LENGTH: (Col 038 ; CTE Classes Only - Required ; Reported: Year End)

This is a one digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

<u>CODE</u>	<u>DESCRIPTION</u>
1	Class held first semester (90 day class)
2	Class held second semester (90 day class)
3	Single trimester class (60 day class)
4	Class held all year (180 day class)

COURSE TITLE: (Col 039-058 ; Required) Normally, this is the alpha-numeric course title that your school uses to describe the course.

CORE CODE: (Col 059-069 ; Required) This is the 11 digit CORE CODE used in CACTUS (will be validated against the CACTUS database). Must be an active core code - it's an error if the code is *inactive*.

TEACHER 2 ID: (Col 070-078 ; Optional) The CACTUS ID of a second teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as field TEACHER 1 ID, left justify, **DON'T** zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

NOTE: For CACTUS ID's of college and ATC teachers, see the list at the end of the COURSE MASTER RECORD descriptions.

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

TEACHER 3 ID: (Col 079-087 ; Optional) The CACTUS ID of a third teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as fields TEACHER 1 ID or TEACHER 2 ID, can't be present if TEACHER 2 ID is blank, left justify, **DON'T** zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

NOTE: For CACTUS ID's of college and ATC teachers, see the list at the end of the COURSE MASTER RECORD descriptions.

COLLEGE GRANTING CR: (Col 088-089 ; Optional unless the CORE CODE contains '13' in positions 7 and 8) The two character "district" number of the college granting the college credit portion of the concurrent enrollment course.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

- | | |
|----------------------------------|-------------------------------|
| 49 - Salt Lake Community College | 56 - Southern Utah University |
| 50 - Utah Valley State College | 57 - College of Eastern Utah |
| 52 - University of Utah | 58 - Dixie College |
| 53 - Utah State University | 59 - Snow College |
| 54 - Weber State University | |

WHERE TAUGHT CAMPUS: (Col 090 ; Optional unless the CORE CODE contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught.

<u>CODE</u>	<u>MEANING</u>
C	College campus
H	High School campus
Blank	if CORE CODE does <u>NOT</u> contain '13' in positions 7 and 8

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. If a concurrent enrollment student must physically go onto a college campus to attend class this field should be 'C', otherwise it should be 'H'.

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

INSTRUCT SETTING (Col 091-092 ; Required if CORE CODE is designated for grades higher than 6): The primary setting or medium of delivery for the course.

<u>CODE</u>	<u>MEANING</u>
BC	Broadcast - course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence - course is taught via hard or electronic copy or other media (CD,DVD, video cassette) and student works at own pace usually without an instructor present but generally under supervision of LEA. Includes "packet" programs.
EC	Early College - course is taught by institution of higher education but does NOT qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
EH	Electronic High School (http://ehs.uen.org) - Online course taught through EHS.
AV	Interactive Audio/Video - course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School) - course is taught via a website
IS	Independent Study - structured learning experience is recognized for credit but is not under supervision of the LEA
FF	Face to Face - course is taught primarily in person and usually in a conventional classroom or lecture hall.

NOTE: These changes bring this element in closer alignment to the similar DELIVERY METHOD field used by the Utah System of Higher Education.

INSTRUCT HRS SCHED (Col 093-095 ; Optional)

This is the INSTRUCTIONAL HOURS SCHEDULED or the total number of hours scheduled for instruction in the course during the school year rounded to the nearest integer, using this formula:

$$\text{ROUND}(\text{total_minutes_class_was_scheduled} / 60)$$

Must be complete (leading zeroes) and numeric, ZERO is invalid.

For example, if a course runs 100 minutes a day on Monday and Wednesday and 50 minutes on Friday every week for a school year which lasts 36 weeks, the *total_minutes_class_was_scheduled* to use in the above formula is calculated as:

$$(100 * 72) + (50 * 36)$$

NOTE: Originally scheduled to be required at year end for the 2004-2005 school year but it's still OPTIONAL. It will be edited if supplied. Therefore, BLANK is OK but '000' is invalid.

College and ATC "Teacher" CACTUS ID's			
44 - Ogden Weber ATC	218965	57 - College of Eastern Utah	155732
45 - Bridgerland ATC	218966	58 - Dixie College	155733
47 - Uintah Basin ATC	218967	59 - Snow College	155734
48 - Davis ATC	218968	61 - Mountainland ATC	218972
49 - Salt Lake Community	155727	62 - Southwest ATC	218976
50 - Utah Valley State Coll	155728	63 - Southeast ATC	218977
53 - Utah State University	155729	64 - Salt Lake/Tooele ATC	218978
54 - Weber State	155730	65 - Dixie ATC	229659
56 - Southern Utah U.	155731		

COURSE MEMBERSHIP RECORD

(6) RECORD TYPE "AM=" (Required October and Year End)

Note 1: "AM=" transactions are used to define a student's schedule. For every "AM=" transaction, there must be a matching "AC=" (Course Master) record included in your upload file. For students whose GRADE LEVEL is 00, 01, 02, 03, 04, or 05, there can be only one "AM" record for any given period of time (determined using ENTRY and EXIT dates).

If the K-5 student is actually assigned to more than one teacher for a part of the school day or the week, identify the "home room" teacher or "teacher of record" in the TEACHER 1 ID field and, optionally, identify up to two more teachers in the TEACHER 2 ID and TEACHER 3 ID fields in the "AC" record.

Note 2: At year end, every student with more than 10 days total membership (school membership [+] self-contained membership) must have at least 1 'AM=' record with a value greater than zero in field AGGREGATE MEMB. The ONLY exceptions to this are Pre-K students and students enrolled in the LEA but actually attend school out of state. For example, an error condition will occur if a student (other than the exceptions noted) has an 'S1=' record with more than 10 days school membership or an 'S2=' record with more than 10 days of membership or a combination of school and self-contained membership that total more than 10 days membership and:

- there are NO 'AM=' record(s)
- OR-
- there is at least 1 'AM=' record but the total aggregate membership (the sum of field AGGREGATE MEMB for all 'AM' records) is ZERO

Note 3: BLOCK CLASSES - You may submit an "AM" record for each student in each reported period of a block class. See COURSE MASTER record notes.

CTE Classes: ALL of the individual "AM" records will be retained.

Non-CTE Classes: Only the first "AM" record that matches the retained "AC" record (the one with the lowest PERIOD number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, instruct hrs) found in the retained "AM" record apply to the entire class.

For example, an "AM" record for a student that's associated with a **non-CTE** "AC" record is read with COURSE & SECTION of '12345678' and PERIOD '01'. The same student's next "AM" record is also COURSE & SECTION '12345678' but with PERIOD '02'. This, by definition (see notes for the COURSE MASTER record), is a block class, so the second and ALL subsequent AM records **with the same COURSE & SECTION are ignored**. Only the first "AM" record will be retained for further processing because it matches the retained "AC" record.

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	38	AM=
STUDENT NUMBER	10	004	013	38	Student number
COURSE NUMBER	12	014	025	38	Course and section number
PERIOD	02	026	027	38	Period taught
AGGREGATE MEMB	03	028	030	38	Aggregate course Membership
COURSE ENTRY DATE	08	031	038	38	Course Entry Date
COURSE EXIT DATE	08	039	046	38	Course Exit Date
DAYS ATTENDED	03	047	049	38	Days attended course
CREDITS ATTEMPTED	04	050	053	39	Number of HS credits attempted
GRADE EARNED	05	054	058	39	The grade earned for the course
ACTUAL MEMBERSHIP	03	059	061	39	Actual membership (CTE)
CONCURR ENROLLED	01	062	062	39	Student attempting college credit indicator
INSTRUCT HRS MEMSHIP	03	063	065	40	Instructional Hours In Membership
INSTRUCT HRS ATTEND	03	066	068	40	Instructional Hours In Attendance
CREDITS EARNED	04	069	072	40	Number of HS credits earned

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of a student membership record must always contain the record identifier "AM=".

STUDENT NUMBER: (Col 004-013 ; Required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store Course data, a student "S1" record for each student having courses must also be present in the update. You must include the same student identification number on this Course update record as you did on the "S1" record. This number will be used as a key to find the student data so this Course data can be attached.

COURSE NUMBER: (Col 014 - 025 ; Required) This is an eight digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

PERIOD: (Col 026-027 ; Required) This is a two digit field indicating which period the class is being taught. It must be complete, it should contain numeric, and any leading zeroes should be included.

NOTE: The membership record's COURSE NUMBER and PERIOD fields will be combined to locate a matching AC record (using the COURSE & SECTION and PERIOD fields of the AC record).

AGGREGATE MEMB: (Col 028-030 ; Required) Course aggregated membership. This field should reflect the total aggregate days of membership for the student within the class accurate up to the day you create the Clearinghouse update file. Membership days should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation).

COURSE ENTRY DATE: (Col 031-038 ; Required) This is the date the student first began instruction in the course. The format is **YYYYMMDD**.

COURSE EXIT DATE: (Col 039-046 ; Optional) This is the day *following* the last day of instruction in the course. The format is **YYYYMMDD**.

DAYS ATTENDED: (Col 047-049 ; Required at year end) The total number of days the student attended the class. Attendance days should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation).

BLANK is OK in October upload but is an error at year-end unless:

INSTRUCTIONAL SETTING in the AC record is CC, EC, EH, or ON
OR
WHERE TAUGHT CAMPUS in the AC record is C

Please note that attendance data is required for a student in an EDNET course on the high school campus, even if it is a Concurrent Enrollment course. If not blank it must be complete and all numeric and can't be greater than course membership. If present in Oct upload it will be fully edited.

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

CREDITS ATTEMPTED: (Col 050-053 ; Required at year end for grades 9-12) The amount of credit attempted for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character.

Must be complete and all numeric, '0000' is OK, BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited.

GRADE EARNED: (Col 054-058 ; Required at year end for grades 9-12) The grade the student earned for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character for a numeric grade.

<u>VALUE</u>	<u>MEANING</u>
'00000' to '40000'	Actual grade
'PASS ' or 'P'	Pass (for Pass/Fail type grade only)
'FAIL ' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

Must be complete for numeric grade values (leading and/or trailing zeroes) ; 'pass/fail' grades and 'No grade' must be as above ; BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited.

Note: In calculating the "average grade" for accountability reporting, the USOE will exclude courses graded on a "Pass/Fail" basis. Thus, for a student who receives an "F" in a "letter grade" course, the grade should be submitted as '00000' to ensure that it is included in summary calculations.

ACTUAL MEMBERSHIP: (Col 059-061 ; Optional ; Reported: Year End) Actual course membership. CTE COURSES ONLY. This field should reflect the **actual** days of membership - NOT 180 day equivalent.

Cannot be blank if the associated course master record ("AC") contains a CIP CODE. If present it must be complete (All numeric)

CONCURR ENROLLED: (Col 062 ; Optional) Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

<u>VALUE</u>	<u>MEANING</u>
Y	Taking for college credit and high school credit
N	Taking for just high school credit
BLANK	Class is not a concurrent enrollment class

If the AC record this AM references has '13' in positions 7 and 8 of the CORE CODE, this may be used but can be left BLANK.

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

INSTRUCT HRS MEMSHP: (Col 063-065 ; Optional)

This is the INSTRUCTIONAL HOURS IN MEMBERSHIP or the total number of hours the student was in membership in the course during the school year rounded to the nearest integer, using this formula:

$$\text{ROUND}(\text{total_minutes_student_was_in_membership} / 60)$$

INSTRUCT HRS MEMSHP must be less than or equal to INSTRUCT HRS SCHED in the AC record for this course. It also must be complete (leading zeroes) and numeric, BLANK is OK but '000' is invalid.

For example, if a student was in membership for 175 days in a class with 50 minutes in each session the value for *total_minutes_student_was_in_membership* to use in the above formula is calculated as:

$$(50 * 175)$$

INSTRUCT HRS ATTEND: (Col 066-068 ; Optional)

This is the INSTRUCTIONAL HOURS IN ATTENDANCE or the total number of hours the student was in attendance in the course during the school year rounded to the nearest integer, using this formula:

$$\text{ROUND}(\text{total_minutes_student_was_in_attendance} / 60)$$

INSTRUCT HRS ATTEND must be less than or equal to INSTRUCT HRS MEMSHP. It also must be complete (leading zeroes) and numeric. BLANK is OK but '000' is invalid.

For example, if a student was in attendance for 175 days in a class with 50 minutes in each session the value for *total_minutes_student_was_in_membership* to use in the above formula is calculated as:

$$(50 * 175)$$

CREDITS EARNED (Col 069-072 ; Required at year end for grades 9-12)

The amount of credit earned for the period of time the "AM" record represents. A decimal is implied between the first and second character.

Must be complete and all numeric, '0000' is OK, BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited. Cannot exceed CREDITS ATTEMPTED.

EXIT STATUS CHANGE RECORD

(7) RECORD TYPE "ES=" (Optional October)

APPROPRIATE USE:

"ES=" transactions are valid only in the October Fall Enrollment upload. They will be ignored in all other uploads. An "ES" record may be used to update the exit status of students who were included in the previous Year End upload and whose EXIT CODE or HIGH SCHOOL COMPLETION STATUS has changed between July 15 and October 1.

CONSTRAINT:

If a student has an "ES" record, the same student CANNOT also have an "S1" record. Submission of both types of records for the same student in the October upload will result in an error.

CAUTION REGARDING SECONDARY "FALL NO SHOWS":

If a student was included in the previous Year End upload *with* a GRADE LEVEL of 6 through 11 and *without* an EXIT CODE or HIGH SCHOOL COMPLETION STATUS *and therefore* is expected to "show up" in grades 7 through 12 in the fall *but* turned out to be a "fall no show", you have the option of submitting either an "ES" record in October or including an "S1" record for the student in the next Year End upload with 10 or fewer days of membership and the appropriate EXIT CODE; however, if there is no record of either kind for such a student, the student will be considered a dropout.

Field	Length	Data Record		Doc Page	Short Description
		Start Column	End Column		
RECORD-ID	03	001	003	41	ES=
STUDENT NUMBER	10	004	013	41	Student number
LAST NAME	20	014	033	41	Student's LAST NAME
FIRST NAME	16	034	049	42	Student's FIRST NAME
BIRTH DATE	08	050	057	42	Student's BIRTH DATE
GENDER	01	058	058	42	Student's GENDER
UPDATED STATUS	02	059	060	42	Revised EXIT CODE
STATEWIDE STUDENT ID	10	061	070	42	Statewide Student Identifier

EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL 'ES' records submitted)

The first three characters of a Exit Status Change record must always contain the record identifier "ES=".

STUDENT NUMBER: (Col 004-013 ; Required - All 'ES' records submitted) The student's LEA assigned student number.

LAST NAME: (Col 014-033 ; Required - ALL 'ES' records submitted)

Student's last name, can be up to 20 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS - cont)

FIRST NAME: (Col 034-049 ; Required - ALL 'ES' records submitted)

Student's first name, can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

BIRTH DATE: (Col 050-057 ; Required - ALL 'ES' records submitted)

Student's birth date. It must include the century. The format is YYYYMMDD.

Must be a valid date ; can't be current or future date ; calculated age can't be less than 3 or greater than 23.

GENDER: (Col 058 ; Required - ALL 'ES' records submitted)

Student's gender code.

<u>CODE</u>	<u>MEANING</u>
M	Male Student
F	Female Student

UPDATED STATUS: (Col 059-060 ; Required - ALL 'ES' records submitted)

The 'changed to' EXIT CODE or HIGH SCHOOL COMPLETION STATUS.

<u>EXIT CODE</u>	<u>Reason</u>
CT	Certificate of Completion
DE	Death
DO	Dropout
FE	Foreign Exchange
GE	GED
GR	High School Graduate -- Regular Diploma
TC	Transferred out of the country
TH	Transferred to home schooling
TO	Transferred out of State
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another LEA within the State
WD	Withdrawal
11	Early Graduate -- 11th Grade

@ STATEWIDE STUDENT ID: (Col 061-070 ; Required - All 'ES' records submitted)

The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

Does not have to be complete but MUST be a NUMERIC value greater than 1,000,000.

NOTE: There **MUST** be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

SAMPLE CLEARINGHOUSE UPDATE FILE

Some records shown are not complete. This sample is included to show the different record types and how they relate to each other in a Clearinghouse update batch.

```

      1           2           3           4           5           6
....5....0....5....0....5....0....5....0....5....0....5
DI=14,YR=2002,OK=DEC <--- Jordan's 2002 Dec 1 update
SC=7041800605CC <--- Beginning of School 704
AC=881234 01 123456 4805061WELDING I ..... <--- Course Master record
AC=884321 02 234567 4805082WELDING II ..... <--- Course Master record
S1=7171717 528123456Doe John ..... <--- Student record
S2=7171717 05B19960905 077 <--- SCRAM membership rec
AM=7171717 881234 0109020020815..... <--- Course membership record
AM=7171717 884321 0209020020815..... <--- Course membership record
.
.
SC=7081800605CC <--- Beginning of School 708
AC=842345 01 345678 2001131CLOTHING I ..... <--- Course Master record
AC=845432 02 456789 2001032CLOTHING II ..... <--- Course Master record
S1=6565656 529123456LastName1 First1 ..... <--- Student record
S2=6565656 06B19960921 066 <--- SCRAM membership Rec
AM=6565656 841101 010902000081520021101..... <-- Course membership record
AM=6565656 841201 0209020000815..... <--- Course membership record
.
.
S1=8171717 529654321LastName2 First2 .... <--- Student record
AM=8171717 841101 010902000081520021101..... <-- Course membership record
AM=8171717 841201 0209020000815..... <--- Course membership record
.
.

```

REVISIONS (last 3 years)

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2004-2005 school year (summer 2005).

August 26, 2004:

Added fields:

Student record (S1):
HIGH SCHOOL COMPLETION STATUS ;
NCLB SCHOOL CHOICE ;
NCLB SUPP SERV LANG ;
NCLB SUPP SERV MATH

Changed fields:

Student record (S1):
INDIAN 506 - Changed field name to TRIBAL AFFILIATION and added the valid tribal affiliations
EXIT CODE - Removed 'CT' and 'GR' (now part of new field HIGH SCHOOL COMPLETION STATUS). Also, changed/added notes.
SCHOOL OF RECORD - Changed the notes
LEP YEAR IN US - Changed field name to FIRST ENROLL IN US and added/changed the notes
LEP NATIVE/PARENT LANGUAGE - Added a note
LEP INSTRUCTION TYPE - Changed field size (added 1 byte to make it 3 bytes in length) and changed/added codes
MESA PROGRAM - Changed the description a little

SCRAM record (S2):
SCRAM EXIT REASON - Removed several options and added a note

Exit Status Change record (ES)
EXIT CODE - Added one ; removed two

Course Master record (AC):
INSTRUCT SETTING - Added 'packet' and changed description some
INSTRUCT HRS SCHED - NOT required for 2004-2005. It's optional and will be edited if supplied.

Course Membership record (AM):
INSTRUCT HRS MEMSHP - NOT required for 2004-2005. It's optional and will be edited if supplied.
INSTRUCT HRS ATTEND - NOT required for 2004-2005. It's optional and will be edited if supplied.

Dropped fields:

Student record (S1):
RETAINED SENIOR (now part of field HIGH SCHOOL COMPLETION STATUS)

Course Master record (AC):
WHEN TAUGHT ; CONCURR ENROLL

September 17, 2004:

Changed fields:

Student record (S1):

- MEMBERSHIP** - Changed to **required** (not blank ; '000' is OK)
- HIGH SCHOOL COMPLETION STATUS** - Added option 'GP' and modified the 'notes' (added to and/or changed)
- TRIBAL AFFILIATION** - Optional until year-end 2006
- FIRST ENROLL IN US** - Added some text just before NOTE (1)
- MESA PROGRAM** - Removed "(optional)" since BLANK is listed as an option

SCRAM record (S2):

- MEMBERSHIP** - Changed to **required** (not blank ; '000' is **NOT** OK)
- EXIT REASON** - Added some text

Course Membership record (AM):

- Added text to 'Note 1'** at the beginning of the record description
- DAYS ATTENDED** - Elaborated on reporting requirements regarding non-traditional classroom settings

September 24, 2004:

Made some minor text changes throughout such as taking out the references "(Year-end 2004-2005)" because the current version is for Year-end 2004-2005.

September 28, 2004:

Changed fields:

Student record (S1):

- SSN** - added that if it starts with more than 1 zero ['00.....'] it's an error

Course Master record (AC):

- TEACHER [1,2,3] ID** - added more text concerning validation if it's 9 characters (assume it's an SSN)

November 04, 2004:

Changed fields:

Student record (S1):

- LIMITED ENGLISH** - added note 2

November 15, 2004:

Added the document page number to the field listing at the beginning of each record type and added the data record column position to each field's description.....both added for easier reference

Changed fields:

Student record (S1):

- FREE LUNCH NUMBER** - removed the requirement

January 07, 2005:

Added fields:

Student record (S1):
STATEWIDE STUDENT ID (required year end 2005-2006)

Changed fields:

Exit Status Change record (ES):
Just changed some of the text before the record layout is defined

Student record (S1):
EXIT CODE - changed notes 2 and 3
HIGH SCHOOL COMPL STATUS - changed initial description and a couple of notes and added note 5. Also added sentence about data only being edited and loaded at year-end. "GR" and "DO" loaded if BLANK by update program for certain situations.

April 14, 2005:

Changed fields:

Student record (S1):
BIRTH DATE - added wording to the validation explanation

Course Master record (AC):
TEACHER 1, 2, AND 3 ID's - took out the wording that indicated an SSN can't contain more than 1 leading zero

April 29, 2005:

Changed fields:

Student record (S1):
SSN - changed invalid due to leading zeroes from 2 zeroes to 3
EXIT CODE - added "OG" for 'Other Graduates' and Note 7 explaining it's use. Also added "TC" for 'Transferred out of the country' and note 8 explaining it's use.
LEP GRADES (Oral, Read, Write) - Changed the note after the grades to indicate which ones are required and when

Course Membership record (AM):
Added wording to Note 1 at the beginning of the AM record definition indicating for grades 00-05 there can be only 1 AM record for any given period of time (ENTRY and EXIT dates cannot overlap for any AM records submitted)

June 01, 2005:

Changed fields:

Student record (S1):
Concentrator - changed so that an SSN is **NOT** required

June 27, 2005:

Changed fields:

SCRAM record (S2):

Took out the note that said if the SCRAM exit was 'D' the High School Completion Status had to be 'DO' (no longer the case)

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2005-2006 school year (summer 2006).

May 02, 2005:

Added fields:

Course Master record (AC):

COLLEGE COURSE NUMBER

Course Membership record (AM):

COLLEGE GRADE

October 25, 2005:

Added fields:

Course Membership record (AM):

CREDITS EARNED ; COLLEGE CREDIT EARN

Exit Status Change record (ES):

STATEWIDE STUDENT ID

Changed fields:

Student record (S1):

ETHNICITY - added expanded descriptions and several 'notes'

LAST NAME, FIRST NAME, MIDDLE NAME - added description of valid characters

TRIBAL AFFILIATION - changed the description and constraint

ECONOMIC DISADV - changed name from "FREE LUNCH" ; removed several valid values and added others ; changed notes

HIGH SCHL COMPL STATUS - removed 'DO'. Changed most of the 'notes'

FIRST ENROLL IN US - Changed some of the 'notes'

ENGLISH LANG PROFIC - changed name from "LIMITED ENGLISH" ; all new codes and changed the 'notes'

ELP NATIVE LANGUAGE - changed name from "LEP NATIVE LANGUAGE" ; changed the description and the 'note'

ELP PARENT LANGUAGE - changed name from "LEP PARENT LANGUAGE" ; changed the description and the 'note'

ELP EXIT DATE - changed name from "LEP EXIT DATE" ; changed the description

MESA PROGRAM - added two 'notes' - *be sure to read and understand 'note' #1*

PART TIME - added code 'S' and added some 'notes'

NCLB SCHOOL CHOICE - added a 'note' - *be sure to read and understand it*

NCLB SUPP SERV LANG - added several choices

NCLB SUPP SERV MATH - added several choices ; added 2 'notes'

Course Master record (AC):

- COURSE & SECTION** - Added 4 bytes, total length now 12
- TEACHER 1 ID** - changed the description (SSN is no longer valid) and added 'note 2'.
- TEACHER 2 ID** - changed the description (SSN is no longer valid)
- TEACHER 3 ID** - changed the description (SSN is no longer valid)

Course Membership record (AM):

- ACTUAL MEMBERSHIP** - changed the constraint a little (now cannot be blank if AC has CIP CODE)

Exit Status Change record (ES):

- LAST NAME, FIRST NAME** - added description of valid characters
- UPDATED STATUS** - changed name from "EXIT CODE" ; changed codes and added codes

Dropped fields:

Student record (S1):

- FREE LUNCH NUMBER ; LEP ORAL GRADE ; LEP READ GRADE ; LEP WRITE GRADE**

October 28, 2005:

Changed fields:

Student record (S1):

- EXIT CODE** - added a code ; changed some 'notes', deleted others
- ELP INSTRUCTION TYPE** - changed name from "LEP INSTRUCTION TYPE"

Course Membership record (AM):

- COLLEGE CREDIT ATT** - expanded to 4 characters

December 14, 2005:

Fields designated "Added" May 2 or October 25 above that are NOT being added:

Course Master record (AC):

- COLLEGE COURSE NUMBER**

Course Membership record (AM):

- COLLEGE GRADE ; COLLEGE CREDIT EARN**

Reinstated fields (indicated as "Dropped" October 25 above):

- LEP ORAL GRADE ; LEP READ GRADE ; LEP WRITE GRADE**

Changed fields:

Student record (S1):

Roll back all October 25 LEP field name changes above:

BACK TO:

FROM:

- | | |
|-----------------------------|-----------------------------|
| LIMITED ENGLISH | ENGLISH LANG PROFIC |
| LEP NATIVE LANGUAGE | ELP NATIVE LANGUAGE |
| LEP PARENT LANGUAGE | ELP PARENT LANGUAGE |
| LEP EXIT DATE | ELP EXIT DATE |
| LEP INSTRUCTION TYPE | ELP INSTRUCTION TYPE |

- LIMITED ENGLISH** - added code '0' (opt out) and a comment for '0'
- TRIBAL AFFILIATION** - took out optional wording after record position number
- STATEWIDE STUDENT ID** - changed edit rules

TEACHER 1 ID ; TEACHER 3 ID ; TEACHER 3 ID - Changed description
a little, again

Course Master record (AC):

COURSE & SECTION - Changed the description

COURSE TITLE - Changed the description

COLLEGE GRANTING CR - Removed a few of the colleges listed

Course Membership record (AM):

CONCURR ENROLLED - Changed the description a little

Dropped fields:

Course Membership record (AM):

COLLEGE CREDIT ATT

February 13, 2006:

Changed fields:

Student record (S1):

EXIT CODE - took out reference to HIGH SCHOOL COMPLETION STATUS
"AC" in NOTE (5) ; added NOTE (7)

HIGH SCHL COMPL STATUS - removed AC ; added some new constraints ;
made changes to all notes

HOMELESS ; LEP NATIVE LANGUAGE ;

LEP PARENT LANGUAGE ; STUDENT ZIP CODE

Now, also required in October 1 upload

SCRAM record (S2):

EXIT REASON - Added a note

Course Membership record (AM):

Took out reference to College Credit Att in note 3 (Non-CTE
Classes portion) at the beginning of AM membership definition

COURSE NUMBER - Added 4 bytes to make it 12 (had forgotten to add
the 4 bytes here [that was added to the COURSE
NUMBER in the AC record in the October 25, 2005
change]). This changed the end position of COURSE
NUMBER and the start and end positions of all data
elements after it.

Exit Status Change record (ES):

UPDATED STATUS - removed option "AC"

March 30, 2006:

Changed fields:

Student record (S1):

NCLB SUPP SERV LANG and **NCLB SUPP SERV MATH** - changed the *values*
from numeric to alpha because the data elements are only
defined as 1 character but there are more than 9 options
(**NOTICE** also that 4 new values were added (K-N).

April 04, 2006:

Changed fields:

Student record (S1):

MESA PROGRAM, NCLB SUPP SERV LANG and **NCLB SUPP SERV MATH** -
Modified the wording to make it clearer....hopefully.

May 02, 2006:

Changed fields:

Student record (S1):

LEP NATIVE LANGUAGE - ENG is no longer valid

May 08, 2006:

Added a list of college and ATC teacher CACTUS ID's at the end of the COURSE MASTER RECORD.

June 16, 2006:

Changed fields:

Student record (S1):

LAST NAME, FIRST NAME, MIDDLE NAME - Removed restriction of only 1 hyphen

The following were revisions to the Clearinghouse for use, as the first time, during the SCRAM data upload in December 2006.

October 28, 2005:

Added fields:

SCRAM record (S2):

REGULAR PERCENT ; ENVIRONMENT

Changed fields:

SCRAM record (S2):

DISABILITY TYPE - changed name from "SCRAM RESOURCE" ; removed code "matrix"

TIME - changed name from "SCRAM TIME/SETTING" ; removed several codes

December 15, 2005:

Changed fields:

SCRAM record (S2):

TIME - removed option 'F'

REGULAR PERCENT - Changed the description and the wording on all the options

ENVIRONMENT - made numerous changes

May 15, 2006:

Changed fields:

SCRAM record (S2):

REGULAR PERCENT - Changed the description and all the options

ENVIRONMENT - added an option and made numerous other changes

August 17, 2006:

Changed fields:

SCRAM record (S2):

ENVIRONMENT - added option "V" (Regular School setting)

October 16, 2006:

Added information regarding the edit program (page 3) and information about downloading reports (page 6).

November 01, 2006:

Changed fields:

SCRAM record (S2):

TIME - Changed to only be required for Grades K-12. Should not be present for pre-K.

ENVIRONMENT - Changed the "age" requirements for using certain codes to "grade" requirements

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2006-2007 school year (summer 2007).

September 05, 2006:

Added fields:

School record (SC):

LAST DAY OF SCHOOL

Student record (S1):

CUMMULATIVE GPA

Changed fields:

Student record (S1):

DAYS ATTENDED - added a couple of notes regarding ERRORS and WARNINGS

LIMITED ENGLISH - everything changed

LEP NATIVE LANGUAGE ; LEP PARENT LANGUAGE

changed LIMITED ENGLISH codes checked for "required" ;

added a link to list of valid codes ; removed edit for MIS"

if ethnicity is "H".

LEP EXIT DATE - changed "advanced to" LIMITED ENGLISH code to 'F'

MESA PROGRAM - removed NOTE 1 (constraint as to numbers)

LEP INSTRUCTION TYPE - changed LIMITED ENGLISH "required if" codes and removed NOTE 2.

EXIT CODE - added code 'GE' ; changed NOTE 3 ; added NOTE 8 and NOTE 9

HIGH SCHOOL COMPL STATUS - added G1, G2, G3, and D0 ; added NOTE 6, NOTE 7, and NOTE 8

Course Master record (AC):

INSTRUCT SETTING - added BC and FF ; changed the description of several ; changed EN to AV ; changed IN to ON ; removed PP (packet - included in CC) ; BLANK is no longer valid

Dropped fields:

Student record (S1):

LEP ORAL GRADE ; LEP READ GRADE ; LEP WRITE GRADE

October 19, 2006:

Updated the data element PAGE NUMBERS in the main Record type listings (on pages 9, 24, 27, 32, and 36)

Changed fields:

Student record (S1):

LEP EXIT DATE - changed "advanced to" LIMITED ENGLISH code to 'F'
(did not do it before as indicated above - 09/05)

October 23, 2006:

Changed fields:

Student record (S1):

**LIMITED ENGLISH, LEP NATIVE LANGUAGE, LEP PARENT LANGUAGE,
LEP EXIT DATE, LEP INSTRUCTION TYPE**

Reverted back to using the 2006 LEP codes (A,B,C,D,E)

NCLB SUPP SERV LANG and NCLB SUPP SERV MATH - Added option 'O'

Exit Status Change record (ES):

UPDATED STATUS - Added 'GE'

November 29, 2006:

Changed fields:

Student record (S1):

LEP NATIVE LANGUAGE, LEP PARENT LANGUAGE

Changed to indicate the edits are not dependent on the value of LIMITED ENGLISH (except for being **required** if LIMITED ENGLISH is not BLANK).

January 30, 2007:

Changed fields:

School record (SC):

SCHOOL NUMBER - Added wording concerning the checking of student count against the maximum allowed enrollment for charter schools.

Student record (S1):

PHONE NUMBER - Changed to 10 digits to allow for the area code. Also, now a constraint...if not blank, must contain all 10 digits.

SCRAM record (S2):

DISABILITY TYPE - Added a constraint for 'DD'.

TIME - Changed wording to indicate that an S2 record is required for each TIME code a student is designated in during the reporting period.

SCRAM MEMBERSHIP - Added/changed wording to indicate the membership is only for the TIME code of the particular S2.

ENVIRONMENT - Added a constraint for Pre-K codes and a note for code 'P'.

February 22, 2007:

Changed fields:

Student record (S1):

- HIGH SCHOOL COMPLETION STATUS** - Changed NOTE 5 (Early Grads MUST now have one of the grad codes in HS COMP STATUS.
- LEP NATIVE AND PARENT LANGUAGE** - Changed the link to the list of valid language values.

March 02, 2007:

Changed fields:

Student record (S1):

- LEP NATIVE AND PARENT LANGUAGE** - Changed the contact person for LEP languages.
valid language values.

March 09, 2007:

Changed field(s):

Student record (S1):

- CUMULATIVE GPA** -- Changed to allow 'NGPA' for those severely disabled Special Ed kids that won't have a GPA ; changed the description ; added a note

March 12, 2007:

Changed field(s):

Student record (S1):

- NCLB SCHOOL CHOICE AND NCLB SUPP SERV (LANG and MATH)**
Changed list of the only LEAs than can have counts greater than zero.

March 16, 2007:

Fixed program executed when 'CTE (PATI preload)' option selected

Changed field(s):

Student record (S1):

- CUMULATIVE GPA:** 'NGPA' expanded to include those LEAs that do not compute/maintain/give a GPA
- ETHNICITY:** Took out NOTE 3 (addition of a SECONDARY ETHNICITY for 2007)
- EXIT CODE:** Expanded NOTE 1

May 14, 2007:

Changed field(s):

Student record (S1):

- EXIT CODE:** Changed NOTE 5 to include G1, G2, and G3
- STUDENT NUMBER:** Changed to include SSID in comparison to see if duplicate found is the same student

June 19, 2007:

Added to the NOTE under Edit Information on page 3.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2007-2008 school year (summer 2008).

October 17, 2007:

- Page 3: to "Upload Information", added the 'CC' to Shane Johnson when sending email concerning file uploads
- Page 4: added NOTE 3 ; changed old NOTE 3 to 4 ; changed old NOTE 4 to 5
- Changed MOST references to "district" to "LEA" (where applicable)
- Individual field definitions: for optional items, added when they're reported

Added fields:

School record (SC) (proposed new data elements):
SCHEDULE YEAR TYPE, SCHEDULE DAY TYPE

Student record (S1):

SPECIAL ED EXIT DATE

notes

LEP EXIT DATE - change Limited English code referenced from E to F

LEP INSTRUCTION TYPE - change Limited English codes referenced from A, B, C to Y

October 24, 2007:

- Where applicable, changed references to LEP in the student record (S1) to ELL (including LEP data element names...I.E. LEP Native Language to ELL Native Language, etc)

October 26, 2007:

Changed fields:

Student record (S1):

LIMITED ENGLISH - Clarified when Native and Parent languages are required. Added 'A' and 'F' to Note 1

December 11, 2007:

Changed fields:

Student record (S1):

ELL NATIVE LANGUAGE ; ELL PARENT LANGUAGE - Changed to required if LIMITED ENGLISH is 'Y', 'A', or 'F' instead of not BLANK

STATEWIDE ID - Added a NOTE about error conditions

RESIDENT STATUS - Changed meaning of 'F' and added 'J' (further changes to 'meanings' and additions of a note likely to follow)

Exit Status change record (ES):

STATEWIDE ID - Added a NOTE about error conditions

December 18, 2007:

Changed fields:

Student record (S1):

RESIDENT STATUS - Changed wording of 'F' and 'J' and added a note

January 28, 2008:

Changed fields:

School record (SC):

SCHEDULE YEAR TYPE ; SCHEDULE DAY TYPE - Changed from being "proposed" to actual additions

Student record (S1):

LIMITED ENGLISH - Changed the word "former" to "fluent" in Note 2
SPECIAL EXIT DATE (added 10/17/07) - Changed the wording in regards to constraints when this date is present

February 01, 2008:

Changed fields:

Student record (S1):

LIMITED ENGLISH - Changed the descriptions for 'A' and 'F'. Also added a note (changed former Note 2 to Note 3 and added a new Note 2).

April 11, 2008:

Changed fields:

Student record (S1):

MIGRANT - Removed Alpine ; added Granite (per Max Lang)

April 17, 2008:

Changed fields:

Changed the hard coded list of dedicated YIC facilities used to determine that SCHOOL MEMBERSHIP is to be zeroed out if it is greater than zero for students submitted for those schools (per Travis Cook). Call Bruce if you're interested in knowing the dedicated YIC facilities for your LEA.

Student record (S2):

REGULAR PERCENT - Added option for BLANK and added constraints (per USOE Special Ed)

May 02, 2008:

Somehow the SCHOOL OF RECORD data element was dropped from the documentation. It was added back in.

May 27, 2008:

Changed fields:

SCRAM record (S2):

REGULAR PERCENT - Changed the constraints

July 10, 2008:

Changed fields:

Student record (S1):

NCLB SCHOOL CHOICE - Changed the authorized LEA list

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2008-2009 school year (summer 2009).

July 22, 2008:

Added fields:

Student record (S1): **YIC FULL TIME**

Changed fields:

Student record (S1):

EXIT CODE - Added 'AE', 'HE', 'TN', 'UC' 'UN', and 'WP' ; added notes.

HIGH SCHOOL COMPLETION STATUS - Added 'AO' ; changed description of G2 and G3 ; changed NOTE (1) ; added NOTE (9)

TRIBAL AFFILIATION - Added notes

STUDENT ZIP CODE - Added verbiage

DISTRICT OF RESIDENCE- Added verbiage

SCRAM record (S2):

SCRAM EXIT REASON - Added notes.

August 12, 2008:

Added fields:

Student record (S1): **KINDERGARTEN TYPE**

Changed fields:

Student record (S1):

LIMITED ENGLISH - Added 'A' to the values where 'Y' is to be submitted (now if UALPA is P, E, I, or A submit 'Y' for Limited English). 'A' is no longer a valid value for Limited English.

BIRTH DATE - Added migrant verbiage (can be under 3 if migrant)

SCRAM EXIT REASON - Added notes.

September 30, 2008:

Changed fields:

Student record (S1):

EXIT CODE - Added 'WP' (didn't, as indicated, in July 22 version)

October 21, 2008:

Added wording about the SSIDs and actual School numbers NOT being validated by the Edit program (page 3).

Changed fields:

Course Master record (AC):

TEACHER 1 ID - Removed NOTE 2 because '10' (Educator Unknown) is no longer a valid value (changed NOTE 3 to NOTE 2)

WHERE TAUGHT SCHOOL - Added explanation of what the school number should be for colleges and ATCs.

December 2, 2008:

Changed fields:

SCRAM record (S2):

REGULAR PERCENT - Changed wording for BLANK (pre-k instead of less than 6 years old)

February 06, 2009:

Added WARNINGS for changes coming in October 2009 (Age/Grade Level and SCRAM Environment -- see next page). WARNINGS will change to ERRORS in the October 2009 update.

Changed fields:

Student record (S1):

ELL NATIVE LANGUAGE - Changed the link to the codes and changed the contact person. Added 'O' to the list of LEP values making this field required.

ELL PARENT LANGUAGE ; ELL INSTRUCTION TYPE

Added 'O' to the list of LEP values making these fields required.

EXIT CODE - Added "Aged Out" to those to use EXIT CODE "OG". Also added "AO" to the list of HIGH SCHOOL COMPLETION STATUS codes required if "OG" is used (both under NOTE 5 of EXIT CODE in the S1).

School record (SC): Removed note about YIC schools.

The following are revisions to the Clearinghouse for use, as the first time, during the October 1 processing for the 2009-2010 school year (October 2009). Therefore, these processing rules/concepts need to be in place in each LEA at the beginning of the 2009-2010 school year.

February 06, 2009:

Changed fields:

Student record (S1):

GRADE - If a student is 6 years old on or before September 1, he/she cannot have a grade of PK.

SCRAM record (S2):

ENVIRONMENT - Pre-K can no longer use codes R, S, T, U and V.